SHIV NADAR UNIVERSITY

Minutes of the Meeting of SNU- IQAC (Internal Quality Assurance Cell) held on Thursday, 20th September 2018

The following members were present:

1.	Dr. Rupamanjari Ghosh (VC)	- Chairperson
2.	Dr. C.V Tomy (Director, SoNS)	- Director /Coordinator
3.	Dr. Ram K. Sharma (Director International Affairs)	- Member
4.	Dr. Karthik Krishnan (Asstt. Dean-Research)	- Member
5.	Dr. Debopam Acharya (SoE)	- Member
6.	Dr. Sambudha Sen (SoHSS)	- Member
7.	Dr. Arvind Shatdal (SoME)	- Member
8.	Dr. Amber Habib (SoNS & Dean-UG)	- Member
9.	Dr. N. Sukumar (SoNS)	- Member
10.	Dr. Yamini Sudha Sistala (SoE)	- Member
11.	Dr. Kaushik Chaudhuri (SME)	- Member
12.	Mr. Anirudha Singha Roy (President-Student Council)	- Member
13.	Mr. Sudhir Naudiyal (Registrar)	- Member- Secretary

Dr. Manik Varma, Microsoft Research India, External Member; could not attend the meeting due to his preoccupation.

Item No 1   Welcome address by the Chairperson IQAC

Dr. Rupamanjari Ghosh, Chairperson welcomed all the members to the meeting. She informed that Dr. C.V. Tomy has kindly agreed to be the Director of the IQAC in place of Dr. Girish Agrawal who has since left the University. The new composition of the IQAC was briefed to the members by the Chairperson.

The Chairperson emphasized the need of active participation of all the members for the quality improvement in all the areas of academic dissemination. She also briefed the members that the minutes of the IQAC have to be uploaded on the website. She further requested the Director, IQAC to ensure that the journal category-wise listing also to be uploaded on the website. The students feedback and the suggestions also to be recorded and discussed in the IQAC meetings for implementation and further improvements in the suggested areas. Ethical Do's and Don'ts for new faculty may also be evolved by the IQAC. The Chairperson concluded with suggestion that the IQAC may also review the details submitted every year for NIRF ranking and suggest improvements wherever possible.

Dr. C.V. Tomy took over the meeting after the Chairperson's welcome address.

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Item No. 2   To formulate a strategy required for the smooth functioning of the IQAC.

Dr. C. V. Tomy informed that the following points of actions are to be considered on priority:

- Registrar to inform meeting schedule for this academic year. As per the IQAC guidelines three meetings in an academic year are to be conducted.
- To create email IDs for IQAC. The email ID could be **director.iqac@snu.edu.in** as suggested by Dr. Tomy. He further mentioned that he will take it forward.

Item No. 3   To assign responsibility to each member for various tasks.

The Registrar informed that the following criterion-wise conduct of IQAC meeting was discussed in the last IQAC meeting and the responsibility to monitor the progress were assigned. The Director, IQAC after a detailed discussion finalized the entrustment of the responsibility to monitor the qualitative progress aligned with the NAAC criterion post first cycle of accreditation of the university which is under progress so that all aspects of the quality assurance and the measures for pedagogic process improvement are taken care and discussed in the IQAC meetings for further assessment process of the NAAC from second cycle onwards.

Dr. C.V Tomy, assigned the responsibility of each criterion to the esteemed member as per the following:

- **Criterion wise Key Indicators (KIs) as per NAAC & distribution of the Responsibility**

Criteria	Key Indicators (KIs)	Responsibility
1. Curricular Aspects	1.1 *(U)Curriculum Design and Development	Dr. N. Sukumar
	1.1. *(A) Curricular Planning and Implementation	
	1.2 Academic Flexibility	
	1.3 Curriculum Enrichment	
	1.4 Feedback System	
2. Teaching-Learning and Evaluation	2.1 Student Enrolment and Profile	Dr. Sambudha Sen
	2.2 Catering to Student Diversity	

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	2.3 Teaching-Learning Process	
	2.4 Teacher Profile and Quality	
	2.5 Evaluation Process and Reforms	
	2.6 Student Performance and Learning Outcomes	
	1.7 Student satisfaction Survey	
3. Research, Innovations and Extension	3.1 Promotion of Research and Facilities	Dr. Karthik Krishnan
	3.2 Resource Mobilization for Research	
	3.3 Innovation Ecosystem	
	3.4 Research Publications and Awards	
	3.5 Consultancy	
	3.6 Extension Activities	
	3.7 Collaboration	
4. Infrastructure and Learning Resources	4.1 Physical Facilities	Dr. C.V. Tomy
	4.2 Library as a Learning Resource	
	4.3 IT Infrastructure	
	4.4 Maintenance of Campus Infrastructure	
5. Student Support and Progression	5.1 Student Support	Dr. Debopam Acharya
	5.2 Student Progression	
	5.3 Student Participation and Activities	
	5.4 Alumni Engagement	
6. Governance, Leadership and Management	6.1 Institutional Vision and Leadership	Dr. Shubhro Sen
	6.2 Strategy Development and Deployment	
	6.3 Faculty Empowerment Strategies	
	6.4 Financial Management and Resource Mobilization	
	6.5 Internal Quality Assurance System	
7. Institutional Values and Best Practices	7.1 Institutional Values and Social responsibilities	Dr. Ram Sharma
	7.2 Best Practices	
	7.3 Institutional Distinctiveness	

The following suggestions were also made by the members in this regard :

- Dr. Ram K Sharma suggested that as each criterion involves data from the different stakeholders, each designated member can constitute a **sub-committee** involving the concerned stakeholders. Such information of the sub-committees' should also be informed to the IQAC.

- Dr. Karthik Krishnan suggested that instead of asking scholarly activities report quarterly, **an online procedure/platform** may be devised where the faculty members can fill all the data including their sanction orders/award letters etc., on occurrence basis, so as to make a smooth transition in fetching

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the data for the various purposes time to time. Dr. Tomy requested Dr. Karthik to explore the feasibility of this task.

- Dr. Ram K Sharma informed that for applying for NAAC Accreditation, we have collected data from the concerned departments/persons and collated the same in the desired template of the SSR (Self Study Report). Mr. Ankit Singh, Assistant Registrar, will share the template with all the designated members for their perusal and comments. Though major portion of the quantitative and qualitative data is ready as of now, there are some metrics which need qualitative write-ups, hence he requested all the IQAC members to contribute to complete the required data recording.

Item No. 4	**To discuss the Internal Audit Report on admission process and Key Performance Indicators (KPI's) for the year 2017-18**

The report of the audit committee for the year 2017-18 with the action taken/to be taken by the stakeholders was discussed in detail. Also the KPI's on various academic and administrative indicators were reviewed by the IQAC. Please refer Annexure -1, 2, 2 (i) for the details.

Since there was no other item to be discussed, the meeting ended with a vote of thanks to the Chair.

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